

Search and Selection – Recruitment Process Checklist

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| √ | TASK | PERSON/DEPT RESPONSIBLE |
|  | Create SUPER Request | Hiring Manager |
|  | Submit to HR office a draft PD/PI for staff positions | Hiring Manager |
|  | Complete Recruitment Plan and route electronically for signatures  *\*Department can request HR provide assistance with identifying recruitment sources* | Hiring Manager |
|  | HR approves PD/PI, issues classification/compensation determination and drafts ad for staff positions | Human Resources |
|  | Submit to HR draft ad for Faculty positions | Hiring Manager |
|  | Submit to HR the signed Certification of Expectations Form. | Hiring Manager and Search Committee Chair |
|  | HR will verify if training is needed and notify as necessary, otherwise given immediate access to applicant pool | Human Resources |
|  | Department will screen and interview.  *\*Department can request HR assist with initial screening for minimum qualifications for staff positions.* | Hiring Manager or Search Committee |
|  | Candidate Finalist Report, complete and submit following instructions on the form. | Hiring Manager or Search Committee |
|  | HR will notify Hiring Manager of final review | Human Resources |
|  | Bring Finalists to Campus and Make Selection | Hiring Manager |
|  | Department completes Reference Checks | Hiring Manager or Search Committee Chair |
|  | Department makes verbal offer | Hiring Manager |
|  | Work with HR and/or Provost Office to send Appointment/Offer Letter | Hiring Manager and Human Resources and/or Provost Office |
|  | Once offer is accepted, notify candidates interviewed of non-selection | Hiring Manager or Search Committee Chair |
|  | Edit applicant status code in Peoplesoft Applicant system | Hiring Manager or Search Committee Chair |
|  | Submit Candidate Pool Finalist Report with final action to HR | Hiring Manager or Search Committee Chair |
|  | Notify candidates not interviewed of non-selection | Human Resources or Search Committee Chair |
|  | Send all search and selection documents to HR | Hiring Manager or Search Committee Chair |

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